Using the Digital Learning Environment at home

Phase 3 – The Online School

Update 2 Friday 1st May

Jonathan Parsons (Deputy Head)

Hello Parents!

I cannot believe that it is May already. I have certainly started to feel the fatigue of isolation this week and long to be back in school with the children once again. Unfortunately, this is still not possible for some time but we will continue to make the best of it and will keep working towards providing the best online education that we can. Overall, it has been another very successful week in the online school. Attendance is excellent and it is rare not to have 100% of pupils accessing lessons and completing their assignments.

I am very happy to say that this week more small group meetings have happened, weekly overviews are now available in the files section of each team for parents and pupils and more guidance and advice has been given to pupils about taking screen breaks. Our expectations have risen and pupils are responding to the challenge by creating and completing some really good pieces of work

We have continued to dedicate time this week to make sure that technical issues have been sorted as well as making sure those pupil's that are struggling with motivation get the support they need. On this note, if you have any concerns or feedback do not hesitate to let your form teacher, Mr Suttie or myself know. Our online learning is a marathon and not a sprint and we will continually update and improve our provision to make it the best it can be and that no pupil is not supported in this difficult time.

There are a few more updates this week. Some are quite big and include the introduction of new features and some are smaller tweaks.

This week's updates:

1. **Update 1 – Year 1 - 6**
   Years 1- 6 will move into their own classes. These will be used from now on for all their lessons. They will still have the joint class for a week to allow the teacher to finalise any work and then this will disappear from their Teams. Quite simply, if they are in the Year 6 class they are to click the Year 6 Team. LG and Rec will remain the same.

2. **Update 2 – Year 3 - 6**
A calendar tab will appear on the Teams Icon bar. This will enable pupils to see their timetable and also join meetings from the calendar by clicking the usual join buttons. This has been requested by some parents. Teachers will show pupils in Year 3 – 6 on Monday. Pupils will not be able to create their own meetings, teachers will be in full control.

3. **Update 3 – Year 4 and 5**
11+ lessons will start happening for Year 4 and 5 in one of the 14:00 sessions. This week will be an introduction to how it will work and to get pupils back in the 11+ mindset and a moving into a more formal individualised programme the week after.

4. **Update 4**
More time will be available at the end of sessions to make sure pupils can get started on assignments and work more independently.

5. **Update 5**
Small group work will continue to develop. Teachers will use 1-2-1s to sort out technical/understanding issues and small groups to allow pupils to get extra support and more contact time with their teacher.

6. **Update 6**
Increased teacher controls in meetings to prevent any accidental or deliberate disruption to meetings.

Feedback

Once again, thank you for all your positive and constructive feedback. It is really helping us shape our online school to meet the needs of all our pupils. Thank you for listening to our feedback last week as well. It has made a real difference.

There a few things that we need your support with again that we will be discussing with the pupils and will be helpful if you could reinforce at home:

1. Staff cannot be available instantly the whole day. They need to prepare and assess assignments as well as taking much needed breaks away from the screen. These are most likely to happen when pupils are taking a break to ensure teachers are available for each lesson. Please be understanding of this.
2. If your child is not going to make it to a session, please can they let the teacher know. We want to continue reinforcing good manners and respect.
3. Likewise, if your son is having connections issues, do not worry. Let the teacher know when you can and they will make sure your son gets the support he needs.
4. If a pupil is late for a lesson, they should let the teacher know when they join and say sorry for being late.
5. Pupils should not leave lessons until they are dismissed. Some pupils are leaving before they have been released by their teacher.
6. Pupils must not join meetings until the teacher has started the meeting.

Thank you so much for your help with these matters

Timetable

The timetable will remain the same. Including Friday Celebration Assembly which is now a weekly feature.

Timings and example lessons for - Monday to Thursday (Year 5 and 6 subjects may vary but the time slot is the same)

Time	Lesson
8:50	Login and registration
9:00	English/EYFS Whole Class Activity
10:00	Break – away from screen
10:30	Maths/EYFS Small Group Activities
11:30	Break – away from screen
12:00	Physical Exercise/Group Support Time/Finish off and upload assignments
13:00	Lunch – away from Screen
14:00	TOI/EYFS Whole class activity
15:30	Form Time

Friday Timetable

Time	Lesson
8:50	Login and registration
9:00	Celebration Assembly
10:00	Break - away from screen
10:30	English/EYFS Whole Class Activity
11:30	Break - away from screen
12:00	Maths/EYFS Small Group Activities
13:00	Lunch – away from screen
14:00	TOI/EYFS Whole class activity
15:30	Form Time

Safeguarding and Pastoral – No changes but always worth reminding ourselves

The Online School will bring new safeguarding and pastoral challenges. We ask that people communicate any concerns to us as soon as possible. I am the safeguarding lead and I am supported by Mr Suttie. You can email and arrange to speak to either if you have any safeguarding concerns.

With online lessons happening we request that parents are to be in the room with the child for any 1-2-1 meetings. It is vital that this is followed for the safety of the children and St Edward's teachers. We also ask that no photographs or videos are taken and any interactive activity must not be downloaded, shared, or passed on.

Technical issues

If you are finding it hard to use the system or are having technical difficulties contact me and I will arrange someone to get in touch and support you.
jonathan.parsons@stedwardsprep.com

Other Issues

Please contact us if you have any other issues or feedback. This system will be refined and updated as we progress. Any feedback you have is welcomed. Please contact the headmaster or myself.

St Edward's Prep Email addresses

Headmaster and Global Citizenship

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